

Facilities and Equipment Checklist

Qualification:	AHC20416 - Certificate II in Horticulture (Release 3)		
School:			
Reviewed by:		Date:	
Qualification Description			
<i>This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification.</i>			

Instructions

Review and select the units being undertaken in this qualification.

Note:

- If an alternative unit is selected that has not been listed, please contact AIET.
- Teachers and students must have access to digital devices for the purposes of capturing photographic or video evidence. This may be students' personal devices according to relevant school policy, or provided by the school.

Tick all relevant units being delivered:	Units	
Core Units		
<input checked="" type="checkbox"/>	AHCCPM201	Recognise plants
<input checked="" type="checkbox"/>	AHCPMG201	Treat weeds
<input checked="" type="checkbox"/>	AHCPMG202	Treat plant pests, diseases and disorders
<input checked="" type="checkbox"/>	AHCSOL202	Assist with soil or growing media sampling and testing
<input checked="" type="checkbox"/>	AHCWHS201	Participate in work health and safety processes
Elective Units (tick all that apply)		
<input type="checkbox"/>	AHCCHM201	Apply chemicals under supervision
<input type="checkbox"/>	AHCMOM203	Operate basic machinery and equipment
<input type="checkbox"/>	AHCNSY201	Pot up plants
<input type="checkbox"/>	AHCNSY202	Care for nursery plants
<input type="checkbox"/>	AHCNSY203	Undertake propagation activities
<input type="checkbox"/>	AHCNSY204	Maintain indoor plants
<input type="checkbox"/>	AHCPGD201	Plant trees and shrubs
<input type="checkbox"/>	AHCPGD203	Prune shrubs and small trees
<input type="checkbox"/>	AHCWRK205	Participate in workplace communications
<input type="checkbox"/>	AHCWRK209	Participate in environmentally sustainable work practices
<input type="checkbox"/>	MEM18001C	Use hand tools
<input type="checkbox"/>	MEM18002B	Use power tools/hand held operations
<input type="checkbox"/>	AHCWRK201	Observe and report on weather

Instructions

Review the equipment requirements for the qualification. Notes on equipment in place can be included in the Notes/Details column Where possible photos should be taken to be submitted with this checklist.

- Table 1: All items in Table 1 must be checked as available
- Table 2: Please provide information related to all elective units being delivered.

Resources unavailable:

Where the resources do not meet all the assessment conditions listed in the checklist, please note the Action Plan in place for how the requirement will be addressed. (i.e., request to alter elective units in training, arrange for students to be trained and assessed at another facility for all or part of training, equipment being ordered, installation pending etc.)

If appropriate arrangements are not able to be made, please contact the Quality and Compliance Team at AIET on Ph 03 9387 2051 or info@aiet.edu.au

Table 1: Equipment/Resources required for *all* units in this qualification:

Please ensure that all items listed below are available at your school in order to deliver this qualification.

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<i>Safety procedures including but are not limited to, one or more of:</i> <ul style="list-style-type: none"><input type="checkbox"/> PPE<input type="checkbox"/> Handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, emergency response procedures<input type="checkbox"/> Cleaning and/or decontamination of equipment<input type="checkbox"/> machinery guards<input checked="" type="checkbox"/> signage, barriers, service isolation tags, traffic control and flashing lights, lockout and tag-out procedures	<i>Isolation tags on order. No flashing lights installed in school lab,, when required we will simulate these with borrowed equipment from production</i>	<i><e.g. photo> <e.g. sighted></i>
Safety equipment and PPE including: <ul style="list-style-type: none"><input type="checkbox"/> Safety glasses, face and head protection, hard hats, protective footwear, protective clothing, gloves, face mask<input type="checkbox"/> First aid kit and evacuation plans, safety signage<input type="checkbox"/> Chemical store room and safety containers<input type="checkbox"/> Sunscreen		

Equipment requirements	Notes/Action Plan	AIET Office Use Verified
<input type="checkbox"/> Access to a reliable internet connection, smart phones or camera and a computer/workstation and research resources - plant encyclopaedia		
Access to documentation, procedures and specifications: <ul style="list-style-type: none"> <input type="checkbox"/> Workplace instructions relating to safe work practices and addressing hazards and emergencies, Safety Data Sheets (SDS) <input type="checkbox"/> Appropriate State safety regulations and resources <input type="checkbox"/> Relevant workplace induction procedures and equipment manuals, workplace instructions <input type="checkbox"/> Job Safety Analysis (JSA) 		
Tools and equipment may include but are not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Secateurs, Stanley knife/blade, trowel/shovel, collection Bags, tags, plant straps, newspaper, cardboard and foam <input type="checkbox"/> Shovels, mattocks, picks, pipe fittings, soil, potting mixes, fertilisers and cultivar testing equipment, pots, watering cans, buckets, potting mix, pruning shears 		
Fields, gardens or an environment that accurately represents workplace conditions that includes: <ul style="list-style-type: none"> <input type="checkbox"/> seeds, bulbs, soil, plants, weeds <input type="checkbox"/> common chemicals 		

Table 2: Equipment/Resources required for *individual* units in this qualification:

The units listed below are only units that require additional resources that are not covered in the Table 1 above.

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Core Units			
AHCPMG202 Treat plant pests, diseases and disorders	Additional resources may include: <input type="checkbox"/> samples of pests <input type="checkbox"/> diseases and disorders		
AHCSOL202 Assist with soil or growing media sampling and testing	Additional resources may include: Resources, equipment and materials including: <input type="checkbox"/> soil pH test kit <input type="checkbox"/> calibrate salinity meter <input type="checkbox"/> distilled water <input type="checkbox"/> sieves <input type="checkbox"/> shovels <input type="checkbox"/> mallets <input type="checkbox"/> augers <input type="checkbox"/> compaction tester <input type="checkbox"/> sample receptacles, zip lock bags <input type="checkbox"/> permanent markers or labels <input type="checkbox"/> screw top container with graduated volume scale Equipment to level soil including: <input type="checkbox"/> wheelbarrow <input type="checkbox"/> spade <input type="checkbox"/> fork rake <input type="checkbox"/> depending on size of job and soil type, Rotary Hoe		
Elective Units			
AHCCHM201	Additional resources may include:		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Apply chemicals under supervision	<p>Resources, equipment and materials including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> common chemicals <input type="checkbox"/> chemical application equipment <input type="checkbox"/> chemical measuring and mixing equipment <p>Specifications including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> workplace documents, including work instructions and procedures <input type="checkbox"/> chemical labels and safety data sheets <input type="checkbox"/> chemical application plan and relevant chemical application rates <input type="checkbox"/> manufacturers' operation and maintenance instructions for chemical measuring and application equipment 		
AHCMOM203 Operate basic machinery and equipment	<p>Additional resources must include at least two of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> conveyors and pumps used in agriculture, horticulture and land management, hedge trimmers, lawn edgers, line cutters, mechanised horticultural tillage equipment, motorised machinery used in landscape and turf construction projects, motorised machinery used in nursery production, pneumatic pruners and cutters, power tools <p>Preoperational checks must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> machinery and equipment damage and serviceability, engine oil, fuel, machinery and equipment controls, reporting and tagging defects 		
AHCNSY201 Pot up plants	<p>Additional resources may include:</p> <p>Resources, equipment and materials including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> sanitising agent (i.e. bleach) <input type="checkbox"/> slow release fertilisers <input type="checkbox"/> watering cans <input type="checkbox"/> hoses with spray connections for fine spray <input type="checkbox"/> buckets <input type="checkbox"/> minimum of 10 established plants with developed root systems 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
	<input type="checkbox"/> potting media may include: vermiculite or perlite, coarse sand, sphagnum peat moss, compost, rotted manure		
AHCNSY202 Care for nursery plants	Additional resources may include: Resources, equipment and materials including: <ul style="list-style-type: none"> <input type="checkbox"/> safety equipment including: signs, barriers, first aid kit, communication equipment <input type="checkbox"/> testing equipment including: pH meter, hardness tester, macro and micro nutrient test kit, moisture meter or sieve 		
AHCNSY203 Undertake propagation activities	Additional resources may include: Resources, equipment and materials including: <ul style="list-style-type: none"> <input type="checkbox"/> tools and materials including: pruning shears, seed sheet, heat trays, mist fogger, thermometer, pH testing equipment gauges <input type="checkbox"/> propagation media may include: sand, potting mix, agar, gravel, scoria, rock wool, gro-wool, sawdust, pine bark, perlite, vermiculite <input type="checkbox"/> propagation materials may include: seeds, cuttings, spores, rootstock, scion, buds, separations/divisions, tissue cultures, rhizomes, plantlets/rootling 		
AHCNSY204 Maintain indoor plants	Additional resources may include: Resources, equipment and materials including: <ul style="list-style-type: none"> <input type="checkbox"/> Light meters, pH meters, moisture meters, nutrient meters, sieves for media, scales for chemical and media checks, hand rakes, hand shovels <input type="checkbox"/> potting machinery 		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
AHCPGD201 Plant trees and shrubs	<p>Additional resources may include:</p> <p>Resources, equipment and materials including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> measuring tapes, plant identification resource, soil testing kit, fertiliser, weed control substances, rakes, shovels, mattocks, picks, levels <input type="checkbox"/> plans and sketches <input type="checkbox"/> power tools with appropriate training may include: rotary hoes, drills, trench digger <p>Specifications including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> National standards for manual handling and the industry safety code <input type="checkbox"/> Australian and International Dangerous Goods codes 		
AHCPGD203 Prune shrubs and small trees	<p>Additional resources may include:</p> <p>Resources, equipment and materials including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> lopping shears <input type="checkbox"/> pruning saw <input type="checkbox"/> pole pruner <input type="checkbox"/> hedge clippers 		
AHCWRK209 Participate in environmentally sustainable work practices	<p>Additional resources may include:</p> <p>Resources, equipment and materials including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> position descriptions <input type="checkbox"/> employment contracts <input type="checkbox"/> invoices and purchase orders 		
MEM18002B	<p>Additional resources may include:</p> <p>Tools including:</p>		

Unit Code and Title	Equipment requirements	Notes/Action Plan	AIET Office Use Verified
Use power tools/hand held operations	<input type="checkbox"/> electric or pneumatic/hydraulic drills, grinders, jigsaws, nibblers, cutting saws, sanders, planers, routers, pedestal drills, pedestal grinders Clamping equipment including: <input type="checkbox"/> multigrips, vices, jigs and fixtures, clamps etc Power tool maintenance: <input type="checkbox"/> hand sharpening, cleaning, lubricating, tightening		

SCHOOL DECLARATION

I confirm that we have all the equipment and facilities required to deliver our chosen units of competency for this qualification.

☐ YES ☐ NO

Trainer name:	
Trainer signature:	
Date:	

RTO APPROVAL SIGN OFF

After reviewing the checklist for each unit being delivered, the school has the required facilities and equipment to assess the units chosen?

☐ YES ☐ NO*

<i>*If no, actions to be taken:</i>	
Name:	
Signature:	
Date:	